

PROVENCE TOWNHOUSE ASSOCIATION, INC.
ANNUAL MEETING MINUTES
NOVEMBER 4, 2013

Call to order:

The meeting was called to order at 6:33 pm by Barbara Galbreath, Board President. The meeting was held at the Double Tree Hotel, in Aurora, Colorado.

Present were Eric Holgerson, Sandie Spurlock, Pam Fey, and Michael DeSciose – Board Members, as well as Ricardo Lases, from Weststar Management.

Establish Meeting Quorum:

The proof of the mailing of the notice of this Annual Meeting was included in the handout.

Thirty Nine (39) homeowners were present either in person or by proxy; a quorum was established per the Association's legal documents.

Approval of 2012 Annual Meeting Minutes:

The Annual Meeting Minutes of 2012 were reviewed. Barbara Galbreath made a motion to approve the 2012 annual minutes. Howie Mansell seconded. Motion carried unanimously.

Election of Directors:

Pam Bradley nominated Pam Fey to continue as a board member.

Howie Mansell nominated Kelly Dunham.

Barbara Galbreath made a motion to close the nominations, Rosemarie Koplin seconded. With no other nominations from the floor Pam Fey and Kelly Dunham were elected.

President's Annual Report:

Prior to the Annual Report, Barbara Galbreath announced that one of the unit owners of Provence, Lee Englebart will be giving a presentation. Lee Englebart gave a presentation regarding a comparison of HOA fees between the Provence and very similar communities nearby.

Barbara Galbreath, gave a presentation with the help of a chart indicating how the money is spent item by item. It was brought to the attention of the owners present that the insurance expense is one of the highest expenses of the budget.

Budget Ratification – Review and Acceptance:

Eric Holgerson presented the 2014 budget. Due to the high cost of insurance and our inability to get a better insurance rate at this time as well as other major upcoming projects to our community, the 2014 planned budget called for a \$25.00 increase in monthly HOA dues. While homeowners were asking questions about those projects, in particular the 2nd phase of road replacement, the presented budget and the fact that our Reserves amounts should be higher than they currently are before we consider the 2nd phase of road replacement, Kelly Dunham made a motion to ratify the 2014 budget that would include an additional increase in HOA dues to \$325.00 instead of \$305.00 for an overall increase of \$45.00 dollars. This would guarantee a higher amount in reserve contributions. Eric Mohr seconded. Motion carried unanimously.

Committee Reports:

The board president, Barbara Galbreath thanked all the Committees for their work during 2013.

Homeowners were reminded to send their Architectural Applications to management directly. Then the community manager is to send those applications directly to the Architectural Committee for their input. Then the final approval will be given by the board based on the Committee's recommendations.

A report from the Financial Committee was provided by Barbara Galbreath, this report was written by Ron Naff, member of the Financial Committee.

Homeowner Forum:

The following items were brought up to the attention of the board:

1. Update the community directory.
2. Jenene Stookesberry at unit 3, requested to replace the flag at the entrance of the community. Pam Fey mentioned that she will donate a new flag.
3. Judy Igoe at unit 56 mentioned that some of her neighbors not present at the meeting asked her to bring to the attention of the board, that they would like the board to consider enforcing a "smoke free environment" in the pool area. The board replied letting her know that this will be discussed at the January 2014 board meeting.
4. Rob Coleman at unit 22 asked that resident's please stop feeding the wild animals in the neighborhood.

Adjournment:

There being no further business to come before those present, a motion was made to adjourn. The motion was seconded and passed. The meeting was adjourned at 7:56 pm.